SMART ACCOUNT

USING MICROSOFT EXCEL

USER MANUAL

A. INTRODUCTION:

SMARTACCOUNT, SMARTFEE AND SMARTSALARY are three Excel Workbook files customized for the purpose of BROTHERS OF ST. GABRIEL EDUCATION SOCIETY. The CD contains three folders. The folder,"smart1997-2003" contains the worksheets in version 1997-2003. The folder, "smart2007" contains the worksheets in version 2007. The folder, "smart-usermanual" contains the User Manual of all the three Workbooks in PDF format.

SMARTACCOUNT is a very easy tool for accounting. SMART FEE AND SMARTSALARY are very useful tools for preparing Budget.

This USER MANUAL is meant for all users of SMART ACCOUNT. It follows the procedures of Excel 2007. **The procedures, specific to Excel 1997-2003, are given in brackets ().**

B. PROCEDURES:

1. **Copying the file to a folder in the Computer:**

   1.1 Copy the folder, "smart2007" in the D drive or the E drive of the Computer. (Copy the folder, "smart1997-2003" in the D drive or the E drive of the Computer.)

   1.2 Open the folder, "smartaccount".

   1.3 Open the file "smart.xlsx" in Excel 2007. (Open the file, "smart.xls" in Excel 1997-2003)

   1.4 Provide the password when prompted.

   {In case, any user wants to change password:

   a) Press F12. The "Save As" Form will be opened.

   b) Click GENERAL OPTIONS from TOOLS button, which is located at the left bottom.(In Excel 1997-2003, it is located near the close button)

   c) Provide a new password to open the file in the text box, leave the "password to modify" text box blank and leave "Read only recommended" blank. Click OK. Re-enter the password when prompted. Take care to remember the password.

d) *Select the folder, "smartaccount" to Save in and enter the filename, "smart", ensure that 'Save as type' is "Excel Workbook"(In Excel 1997-2003, save as type is "Microsoft Excel Workbook") and click SAVE. Click OK to replace the existing file.}*

2. Entering the Unit name and the Financial Year:

2.1 Select the first worksheet, "START".

2.2 Select the Unit Name, Financial Year Starting Date and Financial Year Closing Date.

2.3 **Press SHIFT+F9.**

3. Specifying Sub-Heads of Account Heads and specifying Bank Accounts:

3.1 Select the last worksheet, "SubHeads".

3.2 Identify the "RECEIPT-HEADS" applicable to the Unit and specify the Sub-Heads {*Rows 5 to 56 except Row 39}.*

3.3 Identify the "PAYMENT-HEADS" applicable to the Unit and specify the Sub-Heads {*Rows 59 to 136 except Row 98} {Note: At least one Sub Head such as "general" or "others" should be entered for all the RECEIPT-HEADS and PAYMENT-HEADS applicable to the Unit}*

3.4 Against account heads such as "Contribution from Parents" or "School fee" additional fees can be inserted as Sub Heads. Sub Heads may be added any time during the Financial Year without deleting the earlier entries.

3.5 CUT and PASTE will cause error. It will return "#REF". Press "Ctrl+Z" to undo the action. However, COPY and PASTE may not cause any error.

3.6 Enter the Bank Account Numbers {*last 5 digits only}* and Bank Name {*3 letters only}.* {*Rows 140 to 154}*

3.7 **Press SHIFT+F9.**

3.8 Select the worksheet, "Heads" and **Press SHIFT+F9.**

4 Selecting the Account Heads and Entering the Budgeted Amounts:

4.1 Select the worksheet, "BUDGET" and **Press SHIFT+F9.**

4.2 Ensure that cell G2 is blank.

4.3 Click "**Advanced**" in "**Sort&Filter**" group of **DATA** menu. (Click FILTER from DATA menu and click ADVANCE FILTER.)

4.4 Ensure that "Filter the list, in place" is selected, List range is $A$11:$G$319 and Criteria range is $A$1:$G$2

4.5 Click OK.

4.6 Choose the "RECEIPT-HEADS" applicable to the Unit from the dropdown list in cell B17 to B66 and enter the Budgeted Amounts.

4.7 Choose the "PAYMENT-HEADS' applicable to the Unit from the dropdown list in cell B71:B146 and enter the Budgeted Amounts.

4.8 Update the "Closing Balance Summary".

4.9 Enter the details of Loan/Advances Taken and Refunded.

4.10 Enter the details of Loan/Advances Given and Recovered.

4.11 **Press SHIFT+F9.**

4.12 Select/Enter ok in cell G2 and repeat the procedure in 4.3, 4.4 and 4.5

4.13 Click CTRL+F2 to view the Print Preview. To have colour Print Preview, deselect "black and white" from "sheet" tab of "Page Setup" of Print Preview Form. (From "sheet" tab of "Page Setup" in FILE menu.)

4.14 Take a Print out, if needed. **Always Preview and specify the page numbers in PRINT RANGE, before giving a PRINT Command. It will prevent the printing of unwanted pages.**

5 Entering Budgeted Amounts against Sub-Heads:

5.1 Select the worksheet, "BudgetDetails" and **Press SHIFT+F9.**
5.2 Ensure that cell E2 is blank.
5.3 Repeat the procedure in 4.3, 4.4 and 4.5 ensuring a different List range and Criteria range $A$11:$E$5432 and $A$1:$E$2 respectively.
5.4 Enter the budgeted amount against the Sub-Heads displayed. *(Sub-Heads will be displayed as per the entry made in procedure 3).*
5.5 Press SHIFT+F9.
5.6 Select/Enter ok in Cell E2 repeat the procedure in 4.3, 4.4 and 4.5 ensuring a different List-range and Criteria range $A$11:$E$5432 and $A$1:$E$2 respectively.
5.7 For viewing and printing, follow the procedure in 4.13 and 4.14

6 Entering Opening Balance Details:

6.1 Select the worksheet, "Openingbalance" and **Press SHIFT+F9.**

6.2 Enter the details of the opening balance. *(Bank A/c Numbers will be displayed as per the entry made in procedure 3.4)*

6.3 Enter the details of Loans/Advances to be refunded.

6.4 Enter the details of Loans/Advances to be recovered.

6.5 **Press SHIFT+F9.**

7 Receipt Voucher Entry:

7.1 Select the worksheet, "RECEIPTS" and **Press SHIFT+F9.**

7.2 The Row 15 has eight Headings-RVN, DATE, ACCOUNT HEADS, SUB-HEADS, MODE, BANK ACCO NO., DESCRIPTION and RAMOUNT.

7.3 The data entry is to be started from Row 16.

7.4 No entry is to be made under the heading, RVN but entries are to be made under all other headings. RVN stands for Receipt Voucher Number. It will be allotted automatically provided the entries are complete and sequential. Else, cells under RVN will indicate "IE!" and the amount entered under RAMOUNT will not be taken in to account.

7.5 Enter the "Date" in proper format {*Example: 12apr10 or 4/12/10*}.

7.6 Select the "Account Head". *{The Heads chosen in procedure 4.6 will be displayed}*

7.7 Select the "Sub Head". *{The Sub Heads entered for Heads in procedure 3.2 will displayed}*

7.8 Select the "Mode".

7.9 Select the "Bank Account Number" attached to the receipt. *{Every Receipt, irrespective of the payment mode, is to be attached to a specific Bank Account Number. The A/c Numbers entered in procedure 3.4 will be displayed}.*

7.10 Enter a short description about the Receipt in about 35 characters.

7.11 Enter the Receipt amount.

7.12 **Press SHIFT+F9.** The Receipt Voucher Number will be displayed under the "RVN". {***If a number does not replace IE!, the entry in that Row is either incomplete or non-sequential}***

7.13 Write Receipt Voucher Number on the Receipt Voucher.

7.14 Repeat the above procedure for every entry. 5991 Vouchers can be entered.

7.15 Contra entry to be made in case of bank withdrawal, bank deposit, transfer from one bank account to another and for term deposits. For more information on contra entry refer to procedure No. 9 of this Manuel.

8 Payment Voucher Entry:

8.1 Select worksheet, "PAYMENTS" and **Press SHIFT+F9.**

8.2 The Row 15 has eight Headings-PVN, DATE, ACCOUNT HEADS, SUB-HEADS, MODE, BANK ACCO NO., DESCRIPTION and PAMOUNT.

8.3 The data entry is to be started from Row 16.

8.4 No entry is to be made under the heading, PVN but entries are to be made under all other headings. PVN stands for Payment Voucher Number. It will be allotted automatically provided the entries are complete and sequential. Else, cells under PVN will indicate "IE!" and the amount entered under PAMOUNT will not be taken in to account.

8.5 Enter the "Date" {*Example: 12apr10 or 4/12/10}.*

8.6 Select the "Account Head". {*The Heads chosen in 4.7 will be displayed}*

8.7 Select the "Sub Head". {*The Sub Heads entered for Heads in 3.3 will displayed}*

8.8 Select the "Mode".

8.9 Select the "Bank Account Number" attached to the payment. {*Every Payment, irrespective of the payment mode, is to be attached to a specific Bank Account Number. The A/c Numbers entered in 3.4 will be displayed}.*

8.10 Enter a short description about the Payment in about 35 characters.

8.11 Enter the Payment amount.

8.12 **Press SHIFT+F9.** The Payment Voucher Number will be displayed under the "PVN".{***(If a number does not replace "IE!, the entry in that Row is either incomplete or non-sequentia}***

8.13 Write Payment Voucher Number on the Payment Voucher.

8.14 Repeat the above procedure for every entry. 5991 Vouchers can be entered.

8.15 Contra entry to be made in case of bank withdrawal, bank deposit, transfer from one bank account to another and for term deposits. For more information on contra entry refer to procedure No. 9 of this Manuel.

9 **Contra Entry:**

9.1 **Bank deposit:** In case of bank deposits, entry has to be made in Payments and Receipts accounts, because in this case, the cash balance decreases and the bank balance increases. For example, if Rs 50,000/- is deposited in bank, in "Bank Deposit' head, Rs 50,000/- Payment (cash) has to be entered and at the same time in "Bank Deposit" head, Rs 50,000/-Recepts (bank) has to be entered.

9.2 **Bank Withdrawal**: In case of bank withdrawal, entry has to be made in Receipts and Payments, because in this case, the cash balance increases and the bank balance decreases. For example, if Rs 10,000/- is withdrawn from bank, in "Bank Withdrawal' head, Rs 10,000/- Recepts (cash) has to be entered and at the same time in "Bank Withdrawal" head Rs 10,000/- Payments (bank) has to be entered.

9.3 **Transfer from one bank account number to another**: In case of transfer of amount from one bank account to another, entry has to be made in Payments and Receipts accounts, because in this case, the balance in one account number decreases and the balance in other account number increases. For example, if Rs 20,000/- is transferred, in "Bank Deposit' head, Rs 20,000/- Payment (bank and A/c No. *x*) has to be entered and at the same time in "Bank Deposit" head, Rs 20,000/-Recepts (bank and A/c No. *y*) has to be entered.

9.4 **Term Deposits and Investments**: In case of term deposits and investments, entry has to be made in Payments and Receipts accounts, because in this case, the balance decreases in one account and the balance increases in another. For example, if Rs 1,00,000/- is invested in Fixed Deposit from a Savings Bank Account, in "Bank Deposit' head, Rs 1,00,000/- Payment (bank and A/c No. *x*) has to be entered and at the same time in "Bank Deposit" head, Rs 1,00,000/-Recepts (bank and A/c No. *y*) has to be entered.

10 **Updating, Viewing and Printing Monthly/Annual Statements:**

10.1 The worksheets, "April", "May", "June", "July", 'August', "September", "October", "November", "December", "January", "February" and "March" are monthly statements. The worksheet **"FullReport"** gives the consolidated statement of the Financial Year.

10.1 To update the statements, select the concerned worksheet and **Press SHIFT+F9** to re-calculate. It may take 10-20 seconds.

10.2 To view the monthly statements, follow the procedure in 4.3, 4.4 and4.5, ensuring a different List range and Criteria range $A$6:$E$309 and $A$1:$E$2 respectively.

10.3 To view the Annual Statement, follow the procedure in 4.3, 4.4 and 4.5, ensuring a different List range and Criteria range $A$6:$P$161 and $A$1:$P$2 respectively.

10.4 To print the statements, follow the procedure in 4.13and 4.14

11 **Updating, Viewing and Printing RECEIPTS/PAYMENTS Entries:**

11.1 Select the worksheet "RECEIPTS" or "PAYMENTS".

11.2 To update the data entry, Press SHIFT+F9.

11.3 Ensure that the Range A1:P2 is blank. Apply Advanced Filter following the procedure in 4.3, 4.4 and 4.5 with the List range $A$15:$P$6006 and Criteria range $A$1:$P$2. The entire data will be displayed whenever Advanced Filter is applied with blank Criteria range.

11.4 To view the month wise RECEIPT/PAYMENT Entries, select/enter the number indicating the desired month in Cell O2 and follow the procedure in 4.3, 4.4 and 4.5, ensuring a different List range and Criteria range $A$15:$P$6006 and $A$1:$P$2 respectively. **Press SHIFT+F9 to get the updated SUBTOTAL. The SUBTOTAL gives the**

total of the RAMOUNT/PAMOUNT of the filtered rows. In this case, it indicates the total of the RAMOUNT/PAMOUNT of the specified month.

11.5 To print the month wise entries, follow the procedure in 4.13and 4.14

11.6 Desired item can be selected/entered **in cells ranging from A2 to P2** to filter the RECEIPT/PAYMENT Entries keeping the List range $A$15:$P$6006 and Criteria range $A$1:$P$2. After every filter, update the SUBTOTAL by pressing SHIFT+F9.

11.7 Advanced users can view and print numerous reports using the standard features of "Advanced Filter" by changing Criteria range to $A$1:$P$3 or $A$1:$P$4 as per the need.

11.8 Before applying Advanced Filter, always make sure that no unwanted item is selected / entered in the Criteria range and the List range displays the desired data.

12 **Updating, Viewing and Printing DETAILED MONTHLY REPORTS:**

12.1 Open the folder, "smartaccount" and open the file, "smart.xlsx".

12.2 The folder, "Details", within the folder, "smartaccount", contains 13 Worksheets. The worksheets, "Dapril", "Dmay", "Djune", "Djuly", 'Daugust', "Dseptember", "Doctober", "Dnovember", "Ddecember", "Djanuary", "Dfebruary" and "Dmarch" are detailed monthly reports. The worksheet **"Cdetails"** gives the current detailed report.

12.3 To update any of the report, open the concerned worksheet and **Press SHIFT+F9** to re-calculate. It may take 2 to 5 minutes as it involves a lot of calculation. **The Monitor may display "Calculating cells: 0%". Do not be worried, wait patiently! {**In case system hangs because of old age, the Excel will recover the files. The recovered files should be given original names.}

12.4 To view any of the report, follow the procedure in 4.3, 4.4 and4.5, ensuring a different List range and Criteria range $A$6:$E$5427 and $A$1:$E$2 respectively.

12.5 To print the statements, follow the procedure in 4.13and 4.14

C. INFORMATION:

1. Press **SHIFT+F9** for updating the selected worksheet. It will recalculate, if any change has occurred in any related data. It may take 10-20 seconds. For viewing/printing an "updated report", it is essential to recalculate the concerned worksheets by pressing **SHIFT + F9.** (It may take relatively longer time in Excel1997-2003)
2. Press **F9** for updating all the worksheets. It will recalculate all the worksheets, if any change has occurred in any related data. It may take several minutes. (It may take much longer time in Excel1997-2003)

3. Press **Ctrl+Alt+F9** for updating all worksheets irrespective of any change. It will take several minutes. (It may take much longer time in Excel1997-2003)

4. Press **Ctrl+Shift+Alt+F9** for rechecking all worksheets irrespective of any change. It will take several minutes. (It may take much longer time in Excel1997-2003)

5. **DATE ENTRY**: 1jun10 or 01june2010 or 6/1/10 or 6/01/2010

6. **CUT AND PASTE:** CUT and PASTE will cause error. It will return "#REF". Press "Ctrl+Z" to undo the action. However, COPY and PASTE may not cause any error.

7. **SAMPLE DATA:** The worksheets, "RECEIPTS" and "PAYMENTS" may contain some sample data. It may be used for filtering and viewing various statements. Before starting the actual data entry, delete the sample data by selecting them column-by-column. Rows cannot be deleted.

D. RECOMMENDATION:

1. **PRINTING**: Before giving PRINT command, always use Print Preview command to see the actual print view of any document. Make sure to specify the pages to be printed. If ALL pages are selected UNWANTED PAGES MAY BE PRINTED.

2. **HARD COPIES:** At the completion of the Receipt and Payment data entry of every month, take print out of the Receipts and Payments data of the concerned month using Advanced Filter and get it signed by the concerned authorities. **Before submitting, please recheck each "RAmount" and "PAmount" entry with the Amount in the Voucher.** Preserve these monthly documents in a File and get them bound at the end of the Financial Year for presenting it to the Auditor.

3. **BACK UP FILES:** After completing the data entry of every month, make a backup copy of the folder,"smartaccount" for every month and preserve them in a CD until the annual audit. After the audit, preserve the folder,"smartaccount", in a labeled CD.

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